



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Higher Education Funding Council for England (HEFCE)

Subject Contracting Authority Dominions House Refurbishment Project

Sourcing reference number FM17109



UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Higher Education Funding Council for England (HEFCE)

HEFCE funds and regulates universities and colleges in England. We invest on behalf of students and the public to promote excellence and innovation in research, teaching and knowledge exchange. In all our activities we aim to:

- ensure accountability for funding and be a proportionate regulator
- act in the public interest and be open, fair, impartial and objective
- be an effective broker between Government and the sector and in doing so, ensure that we are implementing government policy effectively.

Further information can be found at: <http://www.hefce.ac.uk/>

Section 3 - Working with the Contracting Authority .

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Higher Education Funding Council for England (HEFCE), Nicholson House, Lime Kiln Cl, Stoke Gifford, Bristol BS34 8SR
3.2	Buyer name	Paul Greenhood
3.3	Buyer contact details	paul.greenhood@uksbs.co.uk 01793 867852
3.4	Estimated value of the Opportunity	£400,000.00 (excl VAT)
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	16th November 2017 Re-started Tuesday 21 st November 2017
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	1st December 2017 at 11:00am Monday 4 th December 2017 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	4th December 2017 at 15:00pm Friday 8 th December 2017 15:00
3.9	Site Visit <i>We strongly recommend that you attend a Site Visit in order to gain complete clarity of our requirements and the environment that you will be</i>	Wednesday 22 nd November 2017 at 9:30am And Wednesday 29 th November 2017 at 9:30am

	<i>working in. A maximum of 4 representatives per contractor are permitted.</i> Please note any queries / questions prior to or after the site review from you and your sub-contractors will be required to be submitted via UKSBS	<i>To book a site visit please submit names of those that wish to attend through the message function on the Esourcing Portal.</i>
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 11th December 2017 at 11:00am Friday 15th December 2017 at 11:00am
3.11	Anticipated Award date	20 th December 2017
3.12	Anticipated Contract Start date	22 nd December 2017
3.13	Anticipated Contract End date	Friday 16th March 2018 Thursday 30th March 2018
3.14	Bid Validity Period	90 Days

Section 4 – Specification

Introduction

The Higher Education Funding Council for England (HEFCE) currently has two offices located at Lime Kiln Close Stoke Gifford Bristol. The current offices Nicholson House and Westward House provide a mix of meeting space, offices, hot desks and supporting facilities used by HEFCE staff and invited visitors.

HEFCE has identified the immediate need for additional office space to temporally relocate some existing staff during the transition of HEFCE into the Office for Students (OfS). Subsequently the building will provide office space for the accommodation of Research England, a new Research Council, coming into being in April 2018, at that time the contract for Dominions house will be novated to OfS.

HEFCE identified the adjacent office building 'Dominions House' as the most suitable option for this requirement. The building is also being considered for the location of a temporary depository in 2020 for the Research Excellence Framework (REF) which is the system for assessing the quality of research in UK higher education institutions. Until that need arises Dominions House will be used to provide office and meeting space phased in two parts (ground floor and First floor; please see sectional completion and outline programme) with supporting infrastructure, however the potential depository use must not be compromised by anything permanent being built in a suitable space.

Tender requirements

The bidders are required to provide a bid as per the tender documentation based on the development of the schematic baseline design layout, provided in this tender package which can be found at appendices' C & D.

Although please note that within appendencies A and C these are generic, design requirements for ground and first floor.

Potential suppliers are requested to provide a bid and also advise of ways that they feel they can improve the current plans. With both efficiency and cost benefits.

Please Note that the council are looking to achieve space efficiency, innovation and effectiveness within these layouts.

The following are the generic design requirements across both floors:

Style

- The office presents the organisation and the higher education sector to many parties and should present a modern, vibrant and positive image in line with the existing facilities adjacent to the site in Westward House and Nicholson House.
- This design should look to build on the use of the existing materials and finishes on site with decorations in line with the colours already used at Westward and Nicholson House and keep a light open feel to the main office accommodation areas.

Meeting rooms

- Must be capable of being fitted out with screens, audio/video conferencing facilities to be undertaken by HEFCE and its specialists.
- Any glazed partitions and windows must be fitted with blinds that can be user operated.

- The rooms should provide the meeting facilities as per the number stated and for the maximum number of personnel on the layout provided as per the layouts at Appendix C unless indicated otherwise.
- All partitioning should include for power, AV, IT internal conduit and should be internally braced where necessary to hang equipment where shown i.e. One wall mounted screen per meeting room etc.

Offices

- 95 Workstations
- 45 chairs
- 40 pedestals
- 12 individual free standing coat stands
- Are to be supplied by the client, although the contractor will be responsible for the relocation to the ground floor from the first floor within Dominions house on completion of the ground floor fit-out.
- The layouts on the development of the schematic option must utilise the furniture already in existence/storage, however the second design to the tenderers own interpretation can offer alternative furniture in addition where the contractor sees advantages for the client.
- Individual workstations are to be designed for one person to work at with ICT equipment.
- The open plan office areas will utilise hot desking and are to accommodate both visitors and staff from other offices to operate whilst using the Bristol office.
- The design should provide some degree of privacy without being overbearing.

Personal storage

- To facilitate the hot desk policy individual locker provisions within the building are also provided, an additional 40 pedestals are available to be used in addition to the lockers to give adequate overall storage per staff member accommodated in final building layout.
- Adequate coat storage is offered by way of 6 coat stands supplied by the client per floor.

Air-conditioning

- The design must not compromise the effectiveness of the building air-conditioning system and ensure it can operate in all areas/rooms.
- Where necessary adaptation/additions and local controls may be required to ensure adequate functioning.
- Additional air cooling and or extraction may be required to ensure enclosed ITC equipment adequately functions and the contractor is encouraged to seek confirmation as to the exact requirements.

Heating

- Capable of providing all areas with even heat to meet Workplace (Health, Safety and Welfare) Regulations 1992 in attaining a “reasonable” temperature in the workplace

Data/Power

- The design must allow adequate power and data points to be accommodated to the minimum stated requirements and specify the location of all floor boxes.
- A minimum of two power sockets and two USB sockets are to be provided at each workstation at desktop level, desktop blocks will be provided 1 per

workstation.

Furniture and Fittings

- The furniture for the final operational office areas must support the design aims.
- The contractor should allow for removal and re-use of HEFCE's existing furniture as part of the works, this can be configured, adapted, added to together with new furniture to increase the number of workstations available.
- Any additional furniture that may need to be supplied by the Contractor, to create a functional office to meet the Employer's Requirements must match or complement the existing HEFCE owned furniture. The precise requirements will be dictated by the successful tender submission.

Health & Safety:

- The design and implementation must be compliant with relevant Health & Safety standards providing a safe working environment.
- All works to have appropriate electrical, gas and fire safety testing certificates and safe methods of working are to be employed during construction.

Security

- The design should ensure the physical security of both floors, in that such access is permitted only to staff assigned entry cards allocated by Facilities Management using the existing building security system which will need to be linked to the central control at Nicolson House.
- Security grills are required on the 2 number fire exit doors to the ground floor.
- Visitors will register at Nicholson House reception and be assigned visitor passes. They will be collected and escorted to Dominions House.

Environment

- The design should further HEFCE and Government's sustainability objectives, specifically materials used should be from sustainable sources were appropriate and the manufacturing should have a low carbon footprint.
- The design should seek to minimise the ongoing carbon footprint through energy efficient measures and minimise the use of finite materials.

Accessibility

- The common shared areas of floor and all facilities must be fully accessible and the HEFCE/contractor design/implementation must be positively affirmed as suitable by an accredited organisation.
- Any construction access to each floor during each of the phases will be agreed at the pre- start meeting by both parties.

Occupation:

- The requirements are to be for mixed use between, HEFCE, Research England and the future need for a REF depository storage and sorting area, this is to be located on the ground floor adjacent to the fire exit doors in 2020.
- Office areas will be for common use and thus will be shared unless otherwise stated. They are noted schematically in the Appendix C & E layouts which should be used as the basis for

Design 1. In Design 2 the Contractor is encouraged to innovate and produce an alternative design but one that still meets the broad requirements set out in this document.

Door access

- Controlled entry via proximity card for access by HEFCE approved staff only to each main office areas from the entrance foyer and first floor landing. The existing Net2 system live in Nicholson House and Westwood House is to be extended to incorporate Dominions House with compatible equipment.
- All Fire exit doors to be individually alarmed not linked the fire alarm system.
- All locks are to be suited to the existing master key set for Westward and Nicholson House.

Exterior works

The following items are required;

- The installation of a car park barrier system linked and controlled from the existing control centre at Nicholson House.
- The provision of bike storage for 10 bicycles.
- The existing exterior lighting to be cleaned, repaired and re-lamped with new LED's (To be agreed). Additional bulkhead lighting off the building to provide adequate coverage. Automatic controls for both timed and daylight/darkness for all external lighting.
- Installation of a HD CCTV system (9 cameras) to be linked to the main CCTV control centre at Nicholson House with an additional 10 terabyte hard drive.
- All existing trees and shrubbery to be cut back by a suitably qualified Arborist.

General repairs

- Allow for all necessary investigation, unveiling, survey, strip out, demolition and making good in preparation for undertaking the fit-out works.
- Ease and repair all window handles, latches and locks ensuring they operate correctly.
- All internal sills to be made air tight.
- Ease and repair all internal and external doors ensuring they operate correctly.
- All existing walls to be redecorated to match new decoration scheme and the new wall decorations.
- Include for all statutory signs to suit the new layouts.
- Provision of 15No. Radio controlled clocks.
- All existing sanitary appliances are to be serviced and left in full working order.
- All existing ventilation to toilets, tea point, etc. to be checked, repaired and replaced as necessary and left in good working order.
- Audit and schedule of all keys and key suiting for new and existing locks. All key to be suited to the existing HEFCE facilities and labelled.
- Flush and clean out silt pits in linear car park surface drains.

Mechanical & Electrical

- Adaptations and additions of pipework and radiators to match changes in layout
- Adjustments and alterations to space heating and air treatment to suit meeting rooms
- Introduction of ventilation necessary for new kitchen area
- The existing WC extract ductwork and grilles to be inspected and cleaned
- Evaluation of small power underfloor installation. Adaptation, upgrading and/or replacement of the underfloor power track to service the designed density and layout of workstations to provide adequate capacity.
- Install adequate structured cabling /data wiring (Cat6) to support the office density and layout.

- Provision of the required number of floor boxes (4No.Cat6 Ethernet outlets and 2No. 13a power sockets – per floor box).
- Adjustments and alterations to luminaires, switching and controls to lighting to suit new room layouts.
- Provision of adequate emergency lighting.
- Fire Alarm to be adapted to take account of the introduction of a kitchen. The fire alarm interface to the boiler controls has not been reinstated and should be extended to shut off the gas solenoid in the event of a fire alarm.
- Install a monitored intruder alarm.
- One meeting room on each floor is to be provided with an induction loop, or alternative facility to support the hard of hearing.
- Provide adequate cooling to the IT cabinets on both floors if required.

Managed sub-contractors

- Under separately procured services contracted by the client the tenderer is required to co- ordinate and oversee the installation of:-
 - 2 Ethernet switches
 - Wi-Fi access points throughout the building VC installations in meeting rooms
 - Meeting room booking system installation Desktop Monitors
 - Desktop telephones Desktop power blocks
- Allow for all BWIC, attendance and co-ordination.

Management statutory compliance

- The contractor will implement all necessary liaison with building control planning and supervisory visits and ensure that compliance and final certification are passed to HEFCE and the appointed PD for the project.
- The contractor will at all times co-ordinate with the clients appointed Principle Designer and Project manager for the project.
- The contractor will ensure that full compliance and commissioning certificates are sought from all sub-contractors.

Sectional Completion

Sectional and phased Completion

There is a requirement to allow access to the building for HEFCE staff and consultants during the fit- out. This is therefore a partially occupied building during the fit-out.

- The Contractor must allow for safe access for all staff to the First Floor during the first phase of the works and then swap floors on completion of the first phase, allowing staff safe access to the ground Floor during the second phase.
- The contractor must make allowances for safe disabled lift access during all phases.
- The contractor will be responsible for liaison and co-ordination with HEFCE FM and the occupier's representative with regards to the works and any potential disruption caused to the occupants.
- The fit-out contractor is to ensure the continuity of all services to whichever floor is

occupied. Any interruption to services must be programmed and notified with 48 hours advanced notice.

- The Contractor will minimise any necessary disruption e.g. noise, vibration, etc. and may be required to adjust the working day to accommodate particular activities.
- The contractor is expected to manage the phased completion and decant phasing of existing staff members during the sectional and final completion of the project.
- The clients outline programme can be found at Appendix E. the contractor is required to submit their own programme for the project which will be reviewed during the tender evaluation period.

Standards to be observed

Design co-ordination

- The contractor is responsible for the co-ordination of *others* in respect of the ITC works, the Audio Visual and the telephony systems. There is also a requirement to co-ordinate with the client, the landlord (and/or their agents), clients appointed Principle Designer and all statutory compliance personnel.

Requirements of Others

- The Contractor is responsible for obtaining and satisfying the requirements of all statutory authorities.
- The Contractor is responsible for providing the services and role of a Planning Supervisor and meeting the requirements of that role including all the notifications to the HSE and coordinating with the clients appointed Principle designer for the project

Copyright

- The copyright of the accepted design and all documentation provided under this contract including the Health and Safety File will be the Employers.

NB: The Employer will not use any such documentation for any purpose other than for the maintenance and running of the finished works. The title to the documents will transfer to the leaseholder at the end of the lease or at the time the Employer vacates the building.

Completion

Completion definition and requirements

- The Works contained in the Description of the Works and the Works Information and any notified Defects corrected is required to be done by the Completion Date.
- The client will inspect and sign off completion of the project.
- The contractor is required to produce 2 copies of the O&M manual to be retained by the client and the landlord in the following format; 2 full binder paper versions and 2 DVD copies for record on completion of the project

A final clean

Will be required immediately prior to the Completion Date, this clean will consist of:

- Cleaning of all doors, ironmongery, door frames, and skirting boards
- Cleaning of the inside of window frames, ironmongery and window sills
- Cleaning all internal glazing

- Thoroughly scrubbing and scrapping where needed
- Washing all sockets and switches
- Removing temporary labels from windows, doors, furniture, sanitary ware and kitchen appliances
- Clean all kitchen cupboards inside and out, and all kitchen surfaces
- Cleaning all floors of any paint and plaster
- Scrubbing and disinfecting toilets, washbasins and kitchen sinks
- Wet dusting and wiping all surfaces

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Open Day

We strongly recommend that you attend the client held open day in order to gain complete clarity of our requirements and the environment that you will be working in. The Date of the Site Visit is Wednesday 22nd November 2017 and 29th November 2017 at around 9.30AM.

To book a site visit please submit names of those that wish to attend through the message function on the Esourcing Portal.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing

Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	PROJ3.1	Site Visit
Commercial	PROJ3.2	Pricing and Installation timetable
Commercial	PROJ3.5	Completion

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks	
Price	AW5.2	Price	40.00%	40.00%
Quality	PROJ3.3	Method Statement	60.00%	30.00%
Quality	PROJ3.4	5 Risks		20.00%
Quality	PROJ3.7	Innovation		10.00%
Total			100%	100.00%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear , concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's Ⓜ

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC . The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)